

Embassy of the United States of America

Attn: Special Self-Help Coordinator
Corner of United Nations and Independence
PO Box 31617, Lusaka, Zambia
Phone: 250955, Fax: 252225

U. S. Democracy and Human Rights Fund

THIS APPLICATION IS AVAILABLE FREE OF CHARGE

PROJECT APPLICATION FORM

The U.S. Democracy and Human Rights Fund promotes small, distinct, short-term (up to 12 months), high impact activities that promote the rule of law and respect for international human rights, as well as domestic civil and political rights. Project funding is restricted not to exceed \$25,000. The fund also targets support of democratic institutions, political pluralism, and the protection and advocacy of human rights in African countries. If your organization has a project, which you believe meets our objectives, please complete this form and return it to us. Please consider that our current preference is to give priority to proposals that benefit a large number of people. Applications are due by August 31. Thank you.

Read the attached guidelines before filling in this application.

When completing this form, only use the space provided below. Do not put this application into a presentation binder or spiral.

You may write on the backs of these pages.

Do not attach additional pages unless specifically requested.

NOT FOLLOWING DIRECTIONS MAY RESULT IN YOUR APPLICATION BEING DECLINED.

1. Organization Name:

Please attach registration documentation.

Is the organization a start-up? If yes, you will be required to provide additional information as requested by this office. Yes..... No.....

Geographical Area(s) of Project (**District and Province**):

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2. Contact Information: This person would serve as the Project Manager, responsible for obtaining invoices, receipts, materials, receiving funding, coordinating the work, and seeing that the project is completed on time.

Name (First, Last) Telephone:

Post Address-PO Box, P/Bag, Plot, City/Town: Fax number:

..... Email:.....

3. Description of the Organization/Entity: Please describe other activities, similar to the one you are applying for, successfully executed by the organization/entity. In addition, give a brief description of the organization including information on how long the organization has existed, where it is based, membership, goals, objectives and funding sources:

4. Background Information: Please give a brief description of the context in which the activity is set and the rationale for the activity. Indicate how the activity addresses issues of democracy and human rights:

5. Brief description of the activity for which you are applying. Please provide the specific details of the activity (EX: Human Rights is too general - what about Human Rights?). Include an **activity outline - topics, duration, etc.:**

6. Purpose and intended impact of the activity, i.e. what will it achieve?

7. Describe the Beneficiaries: How many people will immediately and directly benefit from your project (EX: The target/participants)? How will they benefit?

8. From where did the idea for your project come?

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9. Is there adequate land, space, or a building to house your project? Yes.... No.....
*Please note this fund cannot provide for any construction.
Where will the activity take place? Please explain:

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Do you own, or have user rights to the land/building? (Attach Documentation) Yes.... No.....
If no, how will you obtain these rights?

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10. Is electricity necessary to your project? Yes.... No.....
How far is it from project site? How will it be paid for?

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11. Is water necessary to your project (required for schools, clinics, animals, etc.)? Yes.... No.....
Is it consumable? How far is it from project site? How will it be accessed? If a cost is involved,
how will it be paid for?

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**12. Has the project already received or do you expect to receive contributions (of labor,
materials, or funds) from other sources? Have you applied for assistance elsewhere?
If yes, please explain: Yes.... No.....**

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**13. Has your organization ever received any funding from the
United States Government? Yes.... No.....**
If yes, please provide some details: What year? For what purpose?

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14. FINANCES:

Amount requested from the U.S. Democracy and Human Rights Fund:

ZK

What is the **TOTAL** estimated cost of the project,
Including contributions from other sources:

ZK

Note: The following items cannot be charged to this funding.

The U.S. Embassy will not provide funding for purchases in any of these categories:

- Intercontinental travel, including per diem and airfare
 - Building construction or maintenance, or motor vehicle of any sort
 - Long-term costs such as salary, rent, training or technical assistance
 - Personal transportation
 - Purchase of land or buildings

How will the Democracy and Human Rights money be spent? Provide an itemized budget giving costs for completing your project. Please include the quantities and costs in ZK of each item needed. List detailed contributions to be made by the organization separately. If needed, please use the back of this page. **Do not attach additional pages and/or proformas.**

15. Map: Where is the project located? A detailed drawing or a map with landmarks is required and should be drawn on the back of this page. Be sure to note below the kilometers from the nearest large town to the site (*Example: '125Km east of Lusaka on the main road'*) Please be specific.

16. References: Please provide 3 letters of references for your organization. All references must validate the project, validate the organization and confirm your ability to organize and manage the project. Be sure to include the reference's name, address and telephone number (acceptable: a letter from a Chief, Headman, City Council, etc.) and **attach** to this application.

Before submitting your application, please take the time to look it over to ensure that you have filled out the form completely. IF THIS FORM IS INCOMPLETE OR ALL OF THE QUESTIONS HAVE NOT BEEN ANSWERED, THE APPLICATION WILL NOT BE FORWARDED TO THE REVIEW COMMITTEE AND YOUR PROJECT WILL BE REJECTED.

Also, note that due to the large number of applications received during the year, it is not always possible to respond to your application immediately. You will be contacted using the means (post, telephone, etc.) you have provided on this application if we require additional information to process your project proposal.

Please be aware that we are unable to return any applications submitted to this office. We suggest you make a copy of your completed application should you need it in the future.

Thank you.

Project Manager/Person in Charge/Contact Person:

Signature:

Please print his/her name:

Date: